



A member of the Federation of Savings & Loan Societies Ltd

Level 1-2, Tisa Haus
Sir John Guise Drive,
P.O. Box 319
Waigani, N.C.D.
Papua New Guinea

Telephone: (675) 300 2345
(675) 300 2200
Website: www.tisa.com.pg

Position Vacancy: Database Administrator

We are seeking to recruit an experienced and qualified **Database Administrator** for our **Information Technology Division**. Reporting to the Manager - IT Infrastructure, the successful incumbent will be responsible for planning, administering, implementing, and monitoring IT databases system(s) that will effectively support the business objectives and operations of the TISA Group. The incumbent will also be accountable for maintaining efficiency, availability, and redundancy of databases on both Production and Database Recovery sites to allow business continuity whilst complying with TISA Group Standard Operating Procedures and financial industry regulations.

Key Accountabilities:

- Planning, designing, implementing, and maintaining database systems of high availability and quality to TISA Group end-users in accordance with their role(s).
- Defining users and enabling data distribution to the right user, in appropriate format and in a timely manner.
- Providing high level analysis of database requirements for new applications or enhancements to existing applications as well as system integration to advance business objectives.
- Enabling usage of high-speed transaction recovery techniques and backup data.
- Minimizing database downtime and managing parameters to provide fast query responses.
- Providing proactive and reactive data management support and training to users.
- Performing tests and evaluations regularly to ensure data security, privacy, and integrity.
- Monitoring database performance, implementing changes and applying new patches and versions as and when required.
- Determining, enforcing, and documenting TISA Group IT Database policies, procedures, and standards.

Key Educational Qualification, Requirements and Experience:

- Tertiary Education in Computer Science, Information Technology, or related discipline
- 5 years' experience in administering Oracle, Microsoft SQL, Postgres, IBM DB2 and MySQL databases and other related database management systems within the banking and finance industry.
- ITIL, Oracle, Microsoft SQL Server Database Certifications (MTA, MCSA) or equivalent.
- In-depth knowledge of IT policies and procedures.
- Ability to lead the response to critical incidents driving service restoration and contributing significantly to the problem resolution process.
- Ability to organize and communicate with different stakeholders to resolve issues or drive initiatives.
- Must be able to work after hours and on weekends as and when required to.
- Must have excellent communication, analytical and problem-solving skills.
- Must have the ability to document resolutions.
- Ability to coach and train end-users as and when required to.

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of Human Resources
Teachers Savings & Loans Society
PO Box 319, Waigani National Capital District
Email: hr.recruitment@tisa.com.pg

Only shortlisted applicants will be contacted

Applications close at 4:00 pm, Friday, 26 May 2023



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Note:

Candidates deemed successful after the '*Interview Process*' will be subjected to providing the following Pre-Employment Requirement(s).

1. *Medical Examination Report from recognized medical institutions. (No older 12 months)*
2. *Police Clearance Certificate (No older 12 months)*